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**AIR FORCE ROTC**





*Your*  
**AIR FORCE R.O.T.C.**  
**CADET GUIDE**



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UNIVERSITY OF ILLINOIS

PREPARED BY

**DEPARTMENT OF AIR SCIENCE**  
**UNIVERSITY OF ILLINOIS**





We are all proud of the Air Force ROTC at the University of Illinois. Our comprehensive ROTC is a natural outcome of a long history of co-operation between the University as a land-grant institution and the military establishment. As the armed forces evolved, sustained increasingly by technical advances in weapons, machines and methods, each service found a new place for itself. Unification has not involved the obliteration of major service lines any more than the general demands of the human body have destroyed the separate organs and functions. Horse, sail and "crate" have been swept away but still an armed force must move on land and sea and in the air. A University is an ideal place to study all these factors and to see their basic interrelationship.

The Air Force ROTC offers an excellent opportunity to learn and, beyond that, to serve. If we are ever again at peace, it will only be a peace sustained by national and allied strength. Such a challenge has always been fully met by college men and we believe it will always be met.

My congratulations to Colonel Harvey D. Davidson and his staff and to the students who join them in crucial patriotic service!

*George D. Stoddard*

George D. Stoddard  
President  
University of Illinois





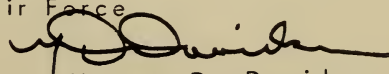


Freedom is everybody's business. That statement has more meaning today than ever before, when we consider the tension existing between great nations. We are faced with foreign ideologies inconsistent with, and opposed to, our philosophy of life and to those freedoms which we hold so dear.

We are determined to preserve those freedoms and to resist firmly any encroachment upon them. To do this we must be strong in our national economy. We must have great moral courage. We must have a strong and determined Air Force, Army, and Navy.

Every citizen has an obligation to assist in the serving of our national interest. That is where you come into the picture. Many of your friends even now are discharging their obligations by serving in the Armed Forces. You are discharging yours by participating in a program of military education which can qualify you to become an officer in the United States Air Force.

I hope at the end of two years of your basic military education that you apply for, and that you are found acceptable for the Advanced Course program leading to a commission as Second Lieutenant in the Air Force.

  
Harvey D. Davidson  
Colonel, USAF  
PAST





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## GENERAL INFORMATION

The Air Force ROTC program at the University of Illinois consists of the Basic and Advanced Courses. Basic is normally taken in the freshman and sophomore years. Successful completion of the basic course is a University requirement for graduation.

After completing the Basic course you may apply for admission to the two-year Advanced Course. If accepted, you will be placed under contract, issued an officer-type uniform and paid a subsistence allowance. Cadets who satisfactorily complete the Advanced Course are appointed to the rank of Second Lieutenant, United States Air Force Reserve. Normally these officers are placed on active duty within ninety days after graduation.



# I HAVE A PROBLEM

At first the ways of the military seem many and mysterious. Strange terminology, different customs and standards, new procedures. If you're like most cadets, you're a little confused in the beginning. You need more information.

Your questions about ROTC can be divided into two classes--academic and administrative. Academic problems are those which concern classroom work--your grades, examinations, progress in class, and your studies in general. Take these to your instructor. He will be glad to discuss your problems and counsel you.

Administrative problems involve such matters as pay, Selective Service deferment, uniforms, books and so forth. Questions of this nature can be answered by the Director of Student Administration, Room 222.



Above all, remember--if you have a problem, don't keep it to yourself. The officers and airmen of the Air Force detachment have a combined total of more than 300 years of military experience. Feel free at any time to call upon them for advice. They are here to help you.

## MISSION

The purpose of the Air Force ROTC is to select college men with potential officer qualities and to develop in them the traits of character, personality and leadership essential to an officer of the USAF. This Program provides the major portion of commissioned officers in the Air Force. Since the establishment of military education at the University of Illinois more than ninety years ago, its graduates have contributed vitally to the defense of our country. Speaking of ROTC officers after World War II, General George C. Marshall said, "Just what we would have done in the first phases of mobilization and training without these men, I do not know."

## YOU AND YOUR SELECTIVE SERVICE DEFERMENT

When George Washington was president of the United States, he recommended that "The citizens of America--from 18 to 50 years of age should be borne on the military rolls, provided with uniform arms, and so far accustomed to their use that the total strength of the country might be called forth at a short notice". That was more than a century and a half ago. The 20th Century version of Washington's idea is called the Universal Military Training Act (UMT). UMT is an amendment and extension of the Selective Service Act of 1948. The new act became Public Law 51 of the 82nd Congress on 19 June 1951.

You are obligated under this law to register when you reach the age of 18, and you become eligible for induction at the age of 18 1/2. Your tour of active duty under this law is 24 months, with an additional six years in the reserve. The active duty tour cannot be extended except in the case of war or emergency declared by Congress.

As an Air Force ROTC student you may receive a 1-D classification, under the following conditions:

- (1) You must be registered with your local board
- (2) You must be making satisfactory grades in the University.
- (3) You must execute a deferment agreement. In this instrument you agree to make application for the Advanced Course ROTC and accept a commission, if offered.



## DEFERMENT

- (4) You must be recommended by the AF ROTC Deferment Board to the PAST for approval.

The Professor of Air Science and Tactics will withdraw your deferment if you do not maintain satisfactory grades in the University, or do not continue in the AF ROTC program. If you make one grade of "E" or two grades of "D" in Air Force Science your deferment will be withdrawn. If it becomes established that you are guilty of cheating on examinations either in your University courses or Air Force Science courses the PAST will take the following action: If you are a Basic student your deferment will be withdrawn and you will not be considered for the Advanced course. If you are in the Advanced course you will be discharged from the program for displaying traits not becoming to an officer in the Air Force.

Enrollment and participation in the AF ROTC program does not in itself confer on a student the right to a draft deferment. Quotas of draft deferments allocated by Headquarters United States Air Force have permitted the granting of deferments to all seniors, juniors, sophomores, and to approximately 85% of the freshmen.





## ATTENDANCE



Air Force Science attendance policies parallel those of other departments, with one notable exception: No "cuts" are permitted or allowed.

If you miss a class or drill period with reasonable justification, you may submit to your instructor a notice from the Office of the Dean of Men stating the period of your absence and the reasons therefore. This is not an excuse. It is an explanation which may or may not be accepted at the discretion of your instructor. To be considered it must be presented within ten school days after your return to class.

Unauthorized absence, i.e. absence for which no acceptable justification has been presented, is penalized by demerits. In addition, an advanced cadet who incurs two unauthorized absences in any one semester will be directed to appear before the Cadet Evaluation Board to show cause why he should be retained in the Air Force ROTC.

## DETACHMENT ORGANIZATION



The Air Force detachment is organized along simple bilateral lines. Under the PAST functions are assigned to the Director of Student Administration and the Director of Military Education. The latter is responsible for the supervision of classroom instruction, lesson planning, testing, training aids, and drill and ceremonies.

The Director of Student Administration maintains the student personnel files, administers payment of monetary allowances, procures and issues supplies, administers selective service deferments, accomplishes periodic reports, and handles other phases of student administration.

## THE CADET WING

You are a member of the Cadet Wing, an organization patterned after the typical Air Force fighting unit. Your Wing contains four subordinate units, called groups and designated numerically as Group 1, Group 2, Group 3, and Group 4. Each group has six squadrons, designated alphabetically as Sq. A, Sq. B, Sq. C, Sq. D, Sq. E, and Sq. F. The squadrons are made up of still smaller units called flights. Each flight has three squads. The squad is composed of individuals--you and the men on either side as you fall in on the drill floor.

Each unit has its commander. The Wing Commander, with the rank of Cadet Colonel, is "boss" of the entire wing. His immediate subordinates, the four group commanders, are also cadet colonels. Under each group commander are six squadron commanders with the rank of Cadet Major. Each of the three flights has a flight leader, who is a cadet captain. Squad leaders are cadet airmen, first class.





## CADET WING

During your freshman year your time on the drill floor is spent in ranks as a cadet airman, third class, learning fundamental marching techniques. If you develop skill in drill, the chances are you will become a cadet non-commissioned officer in your Sophomore year. Your duties within the squadron then will be those of squad leader, flight sergeant or first sergeant.

If you are accepted for the advanced course, your rank during the junior year will be cadet second lieutenant; as such you will supervise drill instruction of some of your squadron's basic cadets. Late in the Spring semester you will have an opportunity to compete for next year's cadet colonel ranks. Senior cadet officers are selected by the PAST, aided by a committee of unit staff officers and retiring cadet officers.

Selection is based upon scholastic achievement, ability to command, leadership in extra-curricular activities, ability to speak before an audience, and other consideration.



## WEARING THE AIR FORCE BLUE

When you put on a uniform you immediately become identified with an organization. This is the historic purpose of a uniform. It adds strength and prestige to the man who wears it. Worn proudly and smartly it further enhances the prestige of the organization of which he is a member.

On the other hand, a sloppy uniform weakens not only the individual wearing it, but even more, the organization. You are now wearing the distinctive Air Force blue uniform. In the eyes of your friends and the public you represent the United States Air Force. Wear your uniform with the pride and dignity it deserves.

The following fundamental rules govern the wearing of the uniform:

(1) Always wear your complete uniform. Ties, belt and full insignia are as essential to proper uniform as coat and trousers.

(2) Don't wear articles of civilian clothing with articles of uniform.

(3) Be sure that all buttons are buttoned.

(4) Keep your uniform clean and sharply creased at all times.

(5) Keep both grommets in your hat and be sure the hat is squarely on your head. Particularly avoid tilting the hat towards the side or back of your head.

(6) Be sure your tie is knotted properly and centered in the collar opening. With the wide-spread collar of the winter shirt, the half-windsor knot, firmly tied, is best.

The secret of a sharp looking uniform is in the care it receives while it is not being worn. Your coat should be hung on a wooden "wishbone" type hanger (a wire hanger is too thin, stretches the collar and shoulders out of shape). Your trousers should be hung full length by the cuffs to maintain their crease and stretch wrinkles out. Buy a plastic clothes bag to protect your coat and trousers while they are hanging. It will more than pay for itself in cleaning bills and will insure a better looking uniform too.

One of the more noticeable parts of your uniform is your shoes. A pair of well-polished shoes is an

## **AIR FORCE BLUE**

asset which is neither expensive nor difficult to maintain. Put shoe polish on sparingly, then brush lightly and shine with a soft cloth. For a lasting polish, add a coat of clear cream or paste wax, and polish with brush and cloth. Wash your shoes with saddle soap about once a month. This keeps the leather soft and pliable and makes it much easier for you to produce a lasting luster.

## **YOUR MILITARY EQUIPMENT**

Your AF ROTC military equipment is issued from three locations: Room 130, 121, and 222 A.

**Books**--all textbooks needed for the AF ROTC courses are issued from Room 130. These books are government property and are merely loaned to you for your convenience. Books must be returned promptly to the Supply Room. All books must be turned in or paid for by the student before a grade will be given for the semester. The textbooks are not your property. They should be treated carefully and should not be defaced in any manner whatsoever. Any textbooks that show sign of wilful damage or careless handling will not be accepted.

**Uniforms**--Basic AF ROTC students are being issued the new distinctive AF Blue uniform, from the Air Force clothing room, 121. The uniform is government property and will be treated as such. Any items of uniform lost will be paid for by the student. Care for your uniform as you do your best suit.

**Shoes & Socks**--shoes and socks are issued from Room 222A. Maximum allowance is one pair of shoes and four pair of socks for the two years Basic course. These become the property of cadets who successfully complete Basic and need not be returned to supply. Two pair of socks are issued during the first year and two pair during the second year.



Cadets in the basic course receive no pay.

Formally enrolled advanced course cadets are paid an allowance in lieu of subsistence, at the rate of 90 cents per day. The amount is set by the Secretary of Air Force each fiscal year and varies slightly from year to year. Your pay continues on a consecutive daily basis, except during the six weeks of summer camp, to a maximum of 595 days.

Checks for the quarterly pay periods (September through November, December through February, March through May, and June through August) are issued in the detachment administrative office within 15 days after the end of the pay period.

The money you receive from this source is a living allowance and is not reportable as income for tax purposes.

A deduction of two days' subsistence allowance is made for each hour of unauthorized absence from drill or theory. A cadet who is absent without adequate explanation from a drill and theory class on the same day will therefore lose four days subsistence allowance.



## VACATION WITH PAY

During the Junior-Senior summer you will be a guest for six weeks at an Air Force base. This period will be spent in practical, on-the-job training in headquarters staff sections, maintenance shops, supply warehouses, the weather station, and on the flying line. You will meet the officers and airmen who accomplish the mission of the base. You will observe the day-to-day functioning of an Air Force organization in action.

Quarters, meals, uniforms, medical care--all of these will be provided free. In addition you receive the pay of a basic airman for six weeks and you are provided rail or bus transportation to and from the airbase. If you drive your own car you are paid a mileage allowance to and from the base.



## FLYING

Cadets of this detachment are permitted to make orientation flights in USAF Aircraft at Chanute Air Force Base. These flights, which may be local or cross-country, are usually made with detachment instructors in North American B-25, Douglas C-47 or Beechcraft C-45 type aircraft.

Flights are made available to your instructor from time to time during the semester in accordance with an established priority. Your instructor will select students, usually on the basis of grades or class leadership, to accompany these flights.

## READ THE BULLETIN BOARD

The Air Force ROTC bulletin board is located at the southwest corner of the drill floor. All official notices affecting you, either individually or as a member of the Cadet Wing, will be posted there. You are expected to read the bulletin board at least once each day that you have an Air Force class or drill period.



## THE GRADING SYSTEM

You can come out ahead here with a simple approach: pay attention in class, be sharp on the drill floor, and study the fundamentals we teach. Success will come surprisingly easily.

Your final grade in Air Force Science will be a letter grade, as it is in other departments of the University. Your standing in theory class is plotted on a standard curve which compares your scholastic achievement with that of other members of your class.

The drill floor is the ROTC leadership laboratory. Here you are graded constantly by cadet officers of higher rank and by your tactical officer. At the end of the semester, drill grades and classroom theory grades are combined to obtain your final grade.

## GETTING INTO ADVANCED

The qualifications and procedure for applying for admission into the advanced course are covered thoroughly in Cadet Regulations in the back of this book. The number of students who can be admitted to advanced is restricted by a quota which is based upon the number of sophomores enrolled in Air Force Science. Obviously, all who apply cannot be accepted. The mission of this detachment is to train the finest possible officers for the Air Force. The selection boards admit to the advanced course only those students who have, during the basic course, demonstrated a high degree of aptitude for leadership training.

Selection is based upon grades, attitude, military appearance and bearing, performance on the drill floor, and other indicators of leadership potential.

If you intend to get into advanced, the time to start is the first day of the first semester of the freshman year.



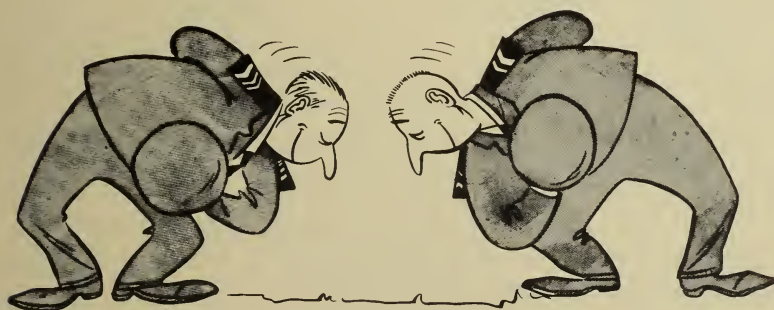
## MILITARY COURTESY

At first, military courtesy seems a little strange to you. For one thing its practice is rigidly prescribed for given occasions. Too, it is often expressed by distinctly noticeable acts, such as the hand salute.

Actually there is very little difference between military and civilian courtesy. Both consist of acts of politeness, civility and respect. Both are based upon an appreciation for the rights of others. And both are essential for harmonious relations between individuals.

You will find in the back of this book a regulation outlining military courtesy for members of the Cadet Wing. Here, procedures are established for your everyday usage. Do not assume that military courtesy begins or ends with this regulation. The subject is far deeper and more inclusive than this.

Remember--You are in training to become an officer. An officer is expected to be a gentleman. A gentleman is never intentionally rude.



## CUSTOMS OF THE SERVICE

Next time you have a date try to keep track of the customs you follow during the evening. From the beginning, when she customarily keeps you waiting 30 minutes while she puts finishing touches on her make-up, until the end, when you customarily pick up the check, your behaviour is governed by countless acts based more on habit than logic. These

# CUSTOMS

little things have been devised and accepted by man to make life pleasanter and its relationships simpler and more orderly. Although usually unwritten, customs often are more powerful than written rules. As Ovid said, "Nothing is stronger than custom".

Fraternalities apply customs by establishing closely guarded secrets and methods of recognition which, when disclosed by the newcomer, entitle him at once to the privileges of the order. So the knowledge and observance of customs of the service identify you among your fellow military men.

Air Force customs are divided into two classes: things you do, and things you specifically don't do.

A few of the "do's" which it would be wise for you to begin to practice now:

(1) Duty, Honor, Country. The code of duty well performed, honor in all things, of country above self is the unwritten, unspoken guide on which the official acts of officers of the entire Air Force are based.

(2) Sanctity of Official Statements. An officer's official word or statement is accepted without question.

(3) Readiness for increased Responsibilities. An officer constantly prepares himself to move upward into a job of increased responsibility.

(4) Tact. Tact is an essential trait to be employed by officers in their relations with juniors as well as seniors.

(5) Outstanding Personal Appearance. It is a custom as well as a requirement that officers present a good appearance at all times.

A few "don't's":

(1) Members of Sister Services. Never belittle members of the Army, Navy, or Marines. They are part of our team.

(2) Don't be late. Keep all appointments promptly, with subordinates as well as superiors.

(3) Proffer no excuses. Never volunteer excuses or explain a short-coming unless an explanation is required. More harm than good is done by proffering unsought excuses.

(4) Never lean on a Senior Officer's desk. Avoid leaning or lolling against a senior officer's desk. Stand erect unless invited to be seated.



## AIR FORCE EXTRA-CURRICULAR ACTIVITIES



The Arnold Society of Air Cadets is the Air Force ROTC professional honorary. Its general purpose is to further the mission of the United States Air Force by encouraging greater teamwork, technical knowledge and cooperation among Air Force ROTC cadets. The specific operations of the Society vary from year to year, but are primarily in the public relations field.

Pledging, which is open only to advanced cadets, begins early in the Fall semester. Those who successfully complete pledge requirements and show a high degree of interest in the Air Force are chosen as members of the Society.

If you have an eye for shooting, try out for the Air Force Rifle Team. Since its organization, this squad has maintained an excellent reputation among the ranking teams in the country. It shoots many postal matches and occasional shoulder-to-shoulder

## EXTRA-CURRICULAR ACTIVITIES

matches, here and at other schools. Tryouts are held in the Armory Rifle Range at the beginning of each semester. Guns, ammunition and targets are furnished. A coach is present during all firing.

The local model airplane club is affiliated with the AMA, and functions as an independent organization with Air Force ROTC advisorship. Its "pilots" fly gas-powered models on the drill floor one night each week. If you are interested in model aircraft, you are encouraged to join.

There are three honorary military fraternities on campus, in addition to the Arnold Air Society, which are open to students from all three services. Two of these societies, Scabbard and Blade, and Phalanx, are professional fraternities, with membership limited to advanced students. The third, Pershing Rifles is a crack drill team, with membership open, on a selective basis, to all cadets.

The purposes of these organizations are similar and they are not regarded as competitive. Membership in them is considered an indication of student leadership and an interest in military affairs.



## THE SOCIAL WHIRL

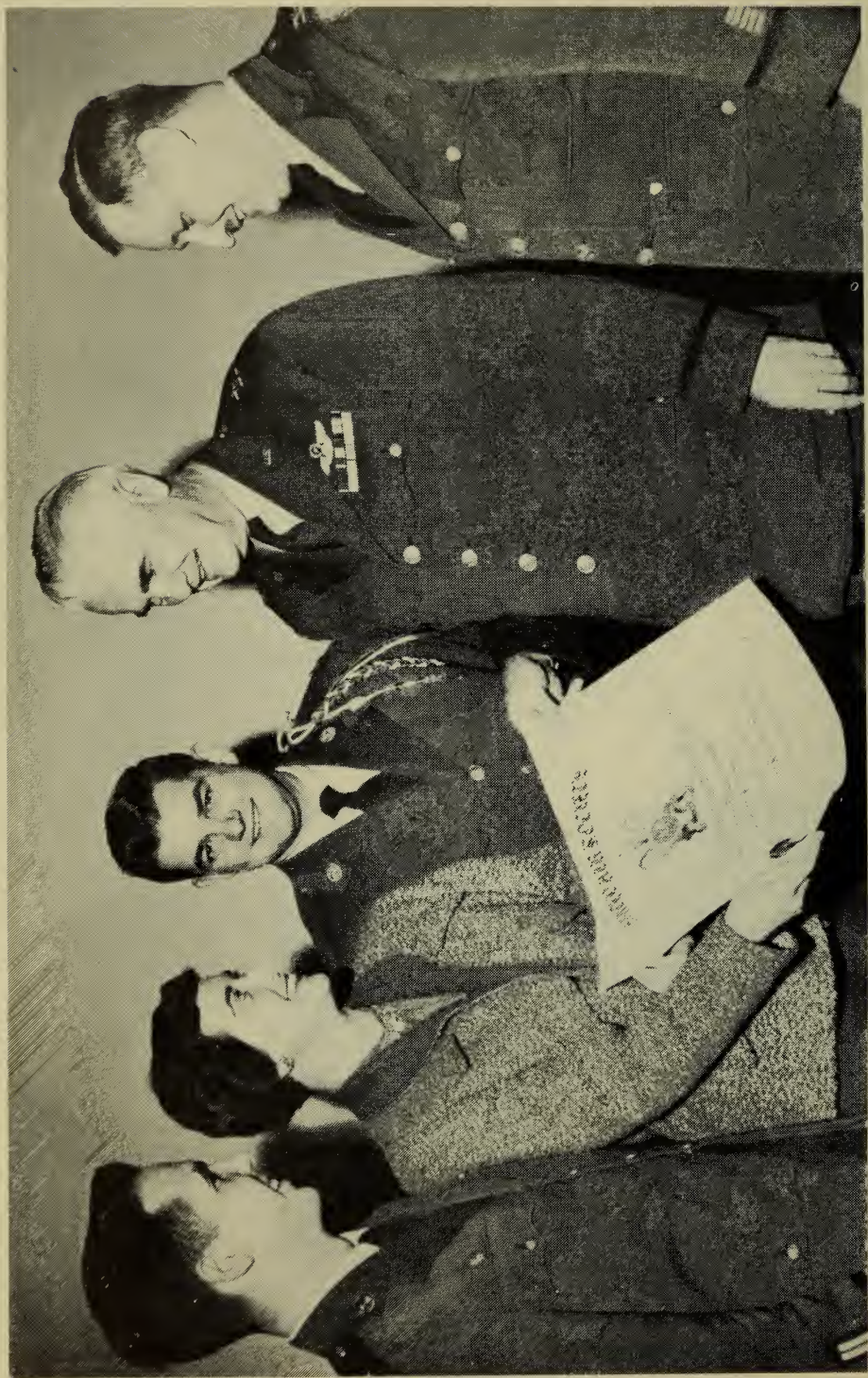
This military business isn't all work. The Military Ball, for instance, and the Camid Hop, are highlights of the social season.

The Camid Hop is a semi-formal dance which takes place in late November or early December. The Military Ball is a formal affair in late February or early March.

Warning--The history of warfare indicates the wisdom of obtaining your date for these dances several weeks in advance. Even brilliant tacticians who postpone this fundamental procedure find, as the night of the engagement approaches, that they are faced with an almost insurmountable logistical problem.







*Miss Alice Stolk, Arnold Air Society sponsor, presents an honorary membership scroll to Major General Byron E. Gates, Commanding General of Chanute Air Force Base. Participating in the ceremony are Cadet L. A. Wainwright,*

**AAS Executive Officer, Cadet Richard A. Reilly, Commander of University of Illinois, Jake Shaeffer Squadron of Arnold Air Society, and Colonel Harvey D. Davidson, Professor of Air Science and Tactics.**

## EARN YOUR WINGS



The future Commanding General of Air Force may quite possibly be a graduate of AF ROTC, who has earned his "wings" in the finest flying program in the world--The United States Air Force Flight Training Program.

You may apply for flight training within 270 days before you are scheduled to receive your commission. You may be married or single, but you must begin training before your 27th birthday. All applicants are required to pass the medical examination for flight training. The visual requirement for Aircraft Observer training is not as strict as for Pilot Training.

Opportunities for flying training in commissioned officer grade for Air Force ROTC graduates are better today than ever before. Qualified college graduates who complete the AF ROTC Program are given first priority (along with West Point and Annapolis graduates) for assignment as officers to Flying School.

Pilot training is approximately one year in duration. The Aircraft Observer program varies from 42 weeks to 53 weeks, depending on the type of advanced course completed.

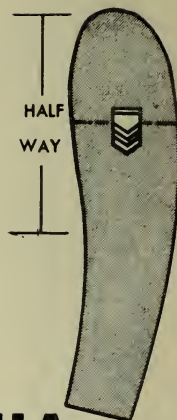
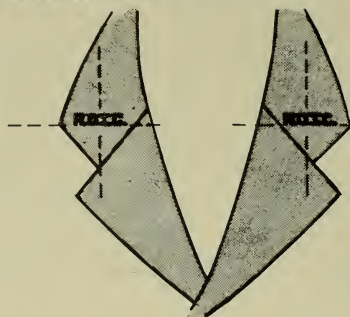
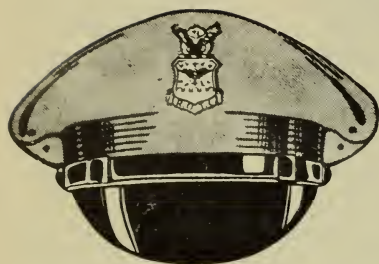
During your training program you, as a Second Lieutenant, will receive pay and allowances of \$455.00 per month if married, or \$438.00 if single.

If you think you can qualify for the flying program, let your desires be known to your instructor. He will arrange for you to execute the AF Form 131 (Application for Flight Training in Grade) and help you make an appointment to take the physical examination at Chanute Air Force Base. This should be accomplished during the final semester of your Senior year.

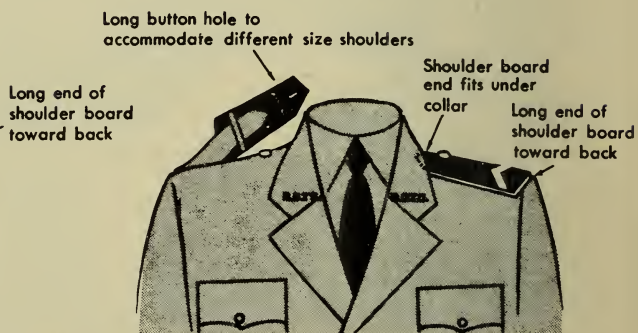
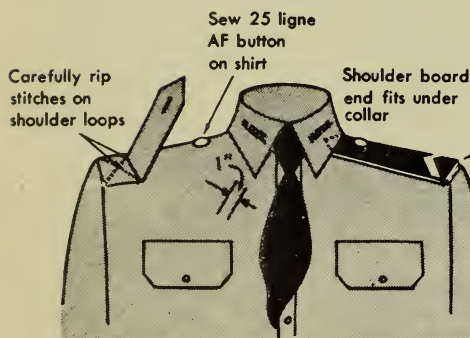


# AFROTC. \*

## INSIGNIA



## WEARING OF INSIGNIA



Shoulders boards will be properly affixed to meet top seam of sleeve and fit neatly under collar.

Boards should be slightly curved to conform to curve of shoulder.



ADVANCED



COLONEL



LT. COLONEL



MAJOR



CAPTAIN



FIRST  
LIEUTENANT



SECOND  
LIEUTENANT



BASIC



CADET  
MASTER  
SERGEANT



CADET  
TECHNICAL  
SERGEANT



CADET  
STAFF  
SERGEANT



CADET  
SERGEANT



CADET  
CORPORAL



CADET  
PVT. 1st CLASS

\*LAPEL INSIGNIA FOR ALL AFROTC PERSONNEL



# CADET REGULATIONS

AIR FORCE ROTC  
UNIVERSITY OF ILLINOIS  
Champaign, Illinois

CADET REGULATION )  
NO. 45-1 )

## MERITS

(This Regulation supersedes Cadet Reg. 45-1, dated 10 March 52)

1. PURPOSE: This regulation establishes a standard procedure for the awarding of merits to Air Force ROTC cadets.

2. DEFINITION: Merits are points awarded to AF ROTC cadets in recognition of favorable reports, commendations, voluntary extra work prescribed by the PAST, or exceptionally meritorious performance of official duties.

### 3. PROCEDURE:

a. Members of the Air Force Staff are authorized to award merits in accordance with paragraph 4 & 5 below. Members of the Air Force Staff and the Cadet Wing Commander may, in cases of meritorious conduct not specifically recognized in this regulation, recommend to the Cadet Evaluation Board that a cadet be awarded merits. The recommendation will be in the form of a military letter describing the meritorious conduct which is the basis for the recommendation. Findings of the Cadet Evaluation Board will be forwarded to the PAST for final approval.

b. When a cadet is awarded merits, he will be informed by the awarding individual, at the time of the award, of the number of merits received and the reason therefor. When merits require Cadet Evaluation Board action, the recorder of the Board will inform the cadet concerned, by letter, of the number of merits he has received.

4. Merits will be awarded to the best dressed basic cadet in each Squadron at each drill hour.

a. During inspection the Inspecting Officer will pick three (3) best dressed basic cadets from each flight. The nine (9) cadets from each Squadron will report to the Squadron Executive Officer at the rear of the Squadron. Squadron Executive Officer and Squadron Adjutant will pick the best dressed cadet of the Squadron. The best dressed cadet of the Squadron will be awarded two (2) merits.

5. Merits may be earned by cadets for voluntary extra drill or duty prescribed by the PAST:

a. Each hour of voluntary extra drill or duty - 2 merits.

b. Merits so earned will be reported to the NCOIC Drill Records by the individual charged with direct supervision of the extra drill or duty performed.

c. Voluntary extra drill or duty for merit purposes will not be given on or subsequent to the first day of Final Examination Week.

6. Special merits recommended by Air Force Staff personnel or the Cadet Wing Commander in recognition of favorable reports, commendations or outstanding performance of official duties will be reported by the Recorder of the Cadet Evaluation Board to the Air Force NCOIC Drill Records.

7. The number of merits that may be earned during any one drill reporting period may not exceed the number of demerits for that period by more than 10. Examples: A cadet who has been assessed 25 demerits during a reporting period may possibly earn not to exceed 35 merits. A cadet who has not been assessed any demerits may possibly earn 10 merits. Each merit shall add one grade point, based on a 100 point scale, to the drill grade for the period during which the merit was awarded. In case of an advanced student, this shall be the monthly drill grade. For a basic student the bi-monthly drill grade will be affected. The maximum drill grade is 100%. Merits in excess of those required to bring a periodic drill grade to 100% will be recorded and will aid in computation of class standing for awards, etc.

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NUMBER 45-2)

14 November 1952

#### DEMERITS

(This Regulation supersedes Cadet Reg. 45-2, 10 Mar 52) .

1. PURPOSE: This regulation establishes a standard procedure for the awarding of demerits to all cadets.

2. DEFINITION: Demerits are points subtracted from a cadet's leadership standing for deficiencies and delinquencies.

3. PROCEDURE: Demerits are awarded in accordance with the following:

a. Demerits may be imposed by the following personnel:

Imposed by:	Upon:
(1) Air Force Staff Officer	Any Cadet
(2) Airman instructor	Any Cadet
(3) Cadet Officer acting in an official capacity	Any cadet of lower rank

b. When a cadet is given demerits, he will be informed by the person imposing the demerits, at the time the demerits are given, of the number of demerits received and the reason therefore.

c. Demerits given during an inspection will be recorded on the flight tally cards by the Flight Sergeant. Flight Leaders will record also on the flight tally cards, demerits incurred at times other than during the flight inspection. The Squadron Commander, or his designated representative, will record demerits imposed with- or his designated representative, will record demerits imposed within his squadron on the Squadron Tally Roster located in the Drill section, Room 23<sup>^</sup>. The "designated representative" will normally be the Squadron Adjutant, but may be any other squadron officer upon written designation by the Squadron Commander.

d. Air Force Officers and instructors will, in the same manner, post demerits which they impose.

e. The following table establishes the number of demerits for typical offenses. Demerits will be imposed and recorded only in accordance with this code:

Delinquency	Demerits	Code
(1) Unexcused absence from drill or theory, first offense.	3	/
(2) Failure to report for drill or theory on time	2	X
(3) Offenses against good conduct, insubordination, insolence, disrespect, neglect of duty, failure to carry out official orders.	5 to 15	IN
(4) Failure to show proper military courtesy.	2	MC

(5) Improper uniform. This includes such offenses as incomplete uniform, shoes not shined, dirty insignia, buttons not buttoned, hat improperly worn, uniform not clean or neatly pressed, etc.	2	U
(6) Failure to observe discipline during drill. (Unauthorized movements in rank, chewing gum, unauthorized talking.)	1	D
(7) Failure to wear uniform to drill.	5	NU
(8) Failure to maintain a neat personal appearance at drill, or elsewhere when in uniform.	2	PA
(9) Each continued violation of any offense	5	CV

4. Each demerit shall subtract one grade point, based on a 100 point scale, from the drill grade for the period during which the demerit was assessed. In case of an advanced student, this shall be the monthly drill grade. For a basic student, the bi-monthly drill grade will be affected.

5. A cadet who accrues 15 or more demerits will be directed to report to the Cadet Evaluation Board for interview. The Board after careful consideration, will make recommendations to the PAST regarding action to be taken in each case.

6. A cadet who believes that he has been given demerits unjustly may initiate the following appeal procedure:

a. Write a military letter to his squadron commander stating clearly his reasons for appealing the demerits.

b. The squadron commander will indorse the letter, recommending approval or disapproval, through Cadet Wing channels to the Cadet Evaluation Board.

c. The Board will consider the appeal and make appropriate recommendations to the PAST for final action.

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NO. 45-3 )

#### Rating of Squadrons at Drill

(This Regulation supersedes Cadet Regulation 45-3, 14 Nov 51)

1. Purpose. This regulation sets forth the procedure to be followed in rating squadrons at drill, in order to provide a competitive spirit with increasing squadron proficiency.

2. Frequency of Rating. Squadrons shall be rated once each month, at the time designated by the Director of Drill and Ceremonies.

3. Who Shall Rate. Ratings will be accomplished by the assigned tactical officer.

4. Elements To Be Rated. Each squadron will be rated each time on the following elements on a scale from zero to the total number of points indicated.

a. Military Bearing of Officers & Cadets	Possible Total
(1) Posture	200
(a) Standing properly at attention (b) No movement (Deduct 5 points for each deviation)	
(2) Appearance	200
(a) Pressed uniform (b) Fit of uniform (c) Proper wearing of cap (d) All buttons buttoned (e) Shoes shined (f) Hair cut and clean shaven (Deduct 5 points for each deviation)	
b. Drill	
(1) Prompt formation If squadron not properly formed, give zero. (For each cadet late, deduct 5 points)	60
(2) Proper alignment at formation (If not properly aligned, give zero)	40
(3) Knowledge of Drill Theory (Grade in increments of 10, up to maximum)	100
(4) Marching (a) Proper command given at proper time (i.e. command given in clear understandable, decisive voice. Given on proper foot, etc.)	100
(b) Movement correctly executed	100



(c) Proper Cadence	40
(d) In Step	20
(e) Properly dressed and aligned	60
(f) Pivots and turns properly executed	40
(g) Execution of movements by guidon bearer	40

-----  
Total possible points 1000

5. Form to be used. U of I AF ROTC Form No. 1 will be used.

6. Recording of Rating. Rating forms will be totaled immediately following the end of the drill period. Upon completion, they will be forwarded to the Director of Drill and Ceremonies, who will verify the rating awarded, and record it.

7. Disposition of Rating Forms. Rating forms will be retained by the Director of Drill and Ceremonies until the end of the school year at which time they will be destroyed.

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NO. 45-4 )

#### Squadron Awards

1. PURPOSE: This regulation sets forth the procedure to be used in selecting the best squadron monthly, in selecting the outstanding squadron for the school year, and establishes squadron awards in connection therewith.

2. GENERAL: The best squadron from the Cadet Wing will be selected each month for the months of October thru May, inclusive. The outstanding squadron from the Cadet Wing will be selected on an annual basis.

3. SELECTION OF BEST SQUADRON (MONTHLY) The weekly ratings received by each squadron for any given month will be totaled by the Director, Drill and Ceremonies, as prescribed by paragraph 6, Cadet Reg. 45-3, and a list of ratings of all squadrons in descending order of points will be forwarded to the PAST by the first Monday of the succeeding month. The PAST, or representatives designated by him, will at the next drill period rate the top three squadrons on the list, using U of I AF ROTC Form No. 1. The squadron receiving the highest number of points will be designated as the best squadron for the preceding month.

4. Selection of Outstanding Squadron (Annually) The Squadron receiving the greatest number of awards as Best Squadron of the Month will be designated as the Outstanding Squadron of the Year.

Should there be two or more squadrons which have the same number of monthly awards, those squadrons will be rated in drill by the PAST and the squadron receiving the highest number of points will be designated as the Outstanding Squadron of the Year.

#### 5. Awards

a. Best Squadron (Monthly). The Best Squadron each month will be awarded a white streamer, swallow tailed, inscribed in gold with the words "Best Squadron October", etc. The streamer will be tied to the pike of the squadron guidon by the PAST at a squadron formation. Monthly awards will be carried on the squadron guidon until the end of the school year at which time they will be removed.

b. Outstanding Squadron (Annually). The Outstanding Squadron for the school year will be awarded a blue streamer, swallow tailed, inscribed in gold "Outstanding Squadron 1951-1952", etc., for each school year. The award will be tied to the pike of the guidon of that squadron by a dignitary at the Honors Day Ceremony. This award will be a permanent squadron award and will be carried permanently on the squadron guidon pike.

#### 6. Disposition of Forms and Lists

a. U of I AF ROTC Form No. 1 will be destroyed at the end of the school year.

b. A copy of the monthly lists of ratings prescribed in paragraph 3, will be forwarded to the Adjutant for permanent retention in historical files.

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NO. 45-5 )

#### Cadet Evaluation Board

(This Regulation supersedes Cadet Regulation 45-5, 22 Sep 52)

1. Purpose. This regulation authorizes the establishment of a Cadet Evaluation Board and defines its responsibilities and functions.

2. Composition. The Cadet Evaluation Board will consist of seven members. The President will be the Director of Military Education. In his absence, the Chief, Air Science II will serve as President. Membership of the Board:

Director of Military Education  
Chief, Air Science II  
Chief, Air Science I  
Director of Drills & Ceremonies  
Cadet Wing Commander  
Cadet Group Commander, Group I  
Cadet Group Commander, Group II

Alternate members:

Cadet Group Commander, Group III  
Cadet Group Commander, Group IV

3. Functions. The functions of the board are to:

a. Make recommendations to the PAST concerning Cadet discipline to include:

- (1) Awarding of merits.
- (2) Imposition of disciplinary measures.

b. Forward to the PAST the names of senior cadets considered qualified for commissions as Second Lieutenants.

c. Forward to the PAST the names of senior cadets considered not qualified for commissions as Second Lieutenants with detailed reasons therefor.

d. Forward to the PAST the names of AS II cadets considered qualified for enrollment in the Advanced Course. (The PAST will designate additional ad hoc boards as necessary).

e. Forward to the PAST the names of AS II cadets considered not qualified for enrollment in the Advanced Course with the reasons therefor. (The PAST will designate additional ad hoc boards as necessary)

f. Forward to the PAST the names of those senior cadets who meet all of the qualifications for the designation "Distinguished AF ROTC Student" as outlined in AF ROTC Regulation 36-2, 15 Dec 1952.

g. Forward to the PAST the names of those senior cadets who meet all of the qualifications for the designation "Distinguished AF ROTC Graduate" as outlined in AF ROTC Regulation 36-2, 15 Dec 1952.

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NO. 45-6 )

Drill Grades for Basic Students

1. PURPOSE: This regulation sets forth the procedure for awarding a drill grade to AS I and AS II students.

2. GENERAL: The Tactical Officer of each Squadron is responsible for grading AS I and AS II students. The Cadet Flight Leaders will assist the Tactical Officer with the rating of the AS I and AS II students in his flight. The Squad Leader will assist the Tactical Officer and the Flight Leader with the rating of AS I and AS II students in his Squad.

3. RATING SHEET: Attached U of I ROTC Form No. 5 (Annex A) will be used in giving drill ratings to AS I and AS II cadets.

4. METHOD OF RATING: Cadets will be rated as "Above Average", "Average", or "Below Average" in each of the following elements:

- a. Knowledge and Performance of Drill
- b. Military Courtesy and Attitude
- c. Leadership and Aptitude
- d. Military Bearing and Dress

5. FREQUENCY OF RATING: Cadets will be rated at drill twice each semester. The first semester ratings will be given during the period November thru January. The second semester ratings will be given during the period March thru May.

6. NUMERICAL GRADES: To affix a grade to the rating, each rating in the "below average" column will be given a value of 15, the rating in the "average" column will be assigned a value of 20, and the rating in the above average column will be assigned a value of 25. Merits and demerits awarded an individual during a semester, will be added or subtracted point for point to the total number of points awarded at drill.

7. WEIGHT OF DRILL GRADE: The semester drill grade will be a weight of 25% in determining the final semester grade for Air Science I and Air Science II.

8. RECORDING OF GRADES: Tactical Officers will forward rating forms to the Director of Drill and Ceremonies immediately following the drill period. The Director of Drill and Ceremonies will record the numerical grades and will furnish the grades of AS I students to the Chief, Air Science I, and the grades of AS II students to the Chief, Air Science II. Such action shall be accomplished not later than five (5) days before the end of final examination period.

9. DISPOSITION OF FORMS: Rating Forms (U of I AF ROTC Form No. 5) will be retained by the Director of Drill and Ceremonies until the end of the semester, at which time they will be forwarded to the Director, Student Administration for inclusion in the student's 201 file.

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST



## Military Courtesy

(This Regulation supersedes Cadet Regulation 45-9, 6 Feb 52)

1. PURPOSE: This regulation establishes a standard of military courtesy for cadets of this unit.

2. Definition. Courtesy may be defined as the expression of consideration for others. Courtesy among military men is indispensable to discipline. Military courtesy calls for recognition of and respect for the flag, the National Anthem, high civil officials, Officers of the Air Force, Army, Navy and Marine corps, and considerate and courteous treatment of all persons whatever their rank or station. It extends from superior to subordinate as well as from subordinate to superior.

3. Responsibility. It is the responsibility and duty of each cadet, cadet officer, and instructor, to maintain a high standard of military courtesy and to observe and correct all breaches of military courtesy on the part of members of the corps..

### 4. General.

a. The term "Sir" will be used when answering a roll call taken by an instructor or cadet officer of higher rank as well as when answering questions in the affirmative or negative, e. g. "Yes, Sir" or "No, Sir".

b. In conversation of an official nature with an instructor or cadet officer of higher rank, a cadet will refer to himself and other cadets as "cadet". For example, in reporting, a cadet will say: "Sir, Cadet Smith reports." or, if reporting after roll call at drill, a cadet will report: "Cadets Smith, Jones, and Brown absent, Sir."

c. The salute will be rendered:

(1) As required at military formations and ceremonies.

(2) By all cadets in uniform on the drill floor (except when in formation) when meeting or when approached by:

(a) Any officer of the military services.

(b) A cadet officer of higher rank.

(3) By all cadets, in uniform or not, when reporting to any officer in his office or to a board of officers and/or cadet officers.

- (4) Anywhere outside the Armory, when the cadet is in uniform, upon meeting or approaching an officer of any of the armed services.

d. The salute will not be rendered in the hallways or entrance ways to the armory.

e. Cadets reporting to an officer or cadet officer of higher rank will:

- (1) Come to attention, salute, and hold the salute until it is returned.
- (2) Say, for example, "Sir, Cadet Smith reports to the Professor of Air Science and Tactics.", or in case of a basic cadet reporting to a cadet officer, "Sir, Cadet Smith reports to Cadet Captain Brown.", or, when a cadet officer reports to a cadet officer, of higher rank, "Sir, Cadet Captain Brown reports to Cadet Colonel Jones."

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NO. 45-10 )

#### ABSENCE & TARDINESS FOR DRILL

(This Regulation supersedes Cadet Regulation 45-10, 13 February 1952)

1. PURPOSE. This regulation outlines the procedure to be used in reporting and recording absences and tardiness for drill periods.

2. SCOPE. This regulation applies to all AF ROTC cadets.

3. RESPONSIBILITY.

a. Flight Commanders are responsible for reporting tardiness and absences to the Squadron Commander.

b. Squadron Commanders are responsible for:

- (1) Recording tardiness or absence of all personnel assigned to their squadrons
- (2) Causing cadets who are tardy or who have been absent to initial the Master Tally Sheet.

#### 4. PROCEDURE.

a. Absence or tardiness will be entered on the Master Tally Sheet, located in the Drill Office, at the end of each drill period by the Squadron Commander or by a cadet designated by him.

b. Squadron Commanders will be responsible for the initialing of the absences recorded on the Master Tally Sheet by a cadet at the first drill period following that from which he was absent. Tardiness will be initialed by a tardy cadet at the end of a drill period in the same manner as absences.

#### 5. ENFORCEMENT.

a. Failure of Squadron Commander to record an absence reported will result in 10 demerits.

b. Failure of Squadron Commander to record a tardiness reported will result in 5 demerits.

c. Failure of Squadron Commander to procure initials for an absence or tardiness by Cadet concerned will result in 3 demerits.

d. Failure of Flight Commander to report an absence will result in 10 demerits.

e. Failure of Flight Commander to report a tardiness will result in 5 demerits.

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NO. 45-II )

#### ADMISSION TO ADVANCED COURSE

(This regulation supersedes Cadet Reg. No. 45-II, 13 Nov 52)

1. PURPOSE: This regulation establishes a standard procedure for the acceptance of students into the Air Force ROTC Advanced Course.

2. GENERAL: Admission into the Advanced Course is restricted to those students who have completed the basic course and who have demonstrated qualities of leadership, personality, moral character, and aptitude for military training necessary to become competent Air Force officers.

#### 3. PROCEDURE.

a. A student who desires to enter the advanced course must meet the following preliminary qualifications:

(1) Have completed two full years of basic (unless a veteran.

- (2) Have an average of "C" or above for the basic course. Two "D" grades or one "E" grade in basic is disqualifying.
- (3) Be physically qualified for Air Force ROTC.
- (4) Not be a conscientious objector.
- (5) Must not be on academic probation as of end of the semester in which he completes the basic course.
- (6) Be on the eligibility list for the grade of Cadet Master Sergeant or Cadet Technical Sergeant.

b. Application for enrollment in advanced is normally initiated 90 days prior to the end of the final basic semester. The student will complete and submit to the Director of Student Administration one copy of the application form, with the following inclosures:

- (1) Birth Certificate
- (2) Transcript of College credits
- (3) Completed contractual information form

c. The Director of Student Administration will ascertain that:

- (1) DD Form 68 has been completed and loyalty statement on page 4 has been signed by student.
- (2) 201 file contains a current report of physical examination indicating that the student is qualified for Advanced AF ROTC.

d. Director of Student Administration will then:

- (1) Initiate a background security check on each applicant.
- (2) Obtain for student an appointment to appear before the Cadet Evaluation Board, or an "ad hoc" board appointed to examine applicants.
- (3) Advise student of time and place of this interview.
- (4) Forward to Recorder, Cadet Evaluation Board or of the "ad hoc" board, application forms and 201 files of students scheduled to appear before the board. A remark will be included with each application stating the total number of authorized and unauthorized absences for each of the basic semesters.

e. The recorder of the examining board will:

- (1) Maintain a written record of the board action in the case of each applicant for the advanced course.
- (2) Forward to the PAST for final action the recommendation of the board in each case.



f. Upon receipt of action taken by the PAST, the Director of Student Administration will:

- (1) Incorporate reports of board action and application forms into 201 files.
- (2) Maintain a record of accepted and rejected cadets.

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NO. 45-12 )

### Organization of Cadet Wing

1. PURPOSE: This regulation prescribes the organization of the Air Force Cadet Wing at the University of Illinois.

#### 2. ORGANIZATION:

a. General. The Air Force Cadet Wing will consist of a Wing Headquarters and four groups. Each group will consist of six squadrons.

##### b. Wing Headquarters.

- (1) Function. To provide command and staff supervision over assigned groups.
- (2) Organization. The Wing Headquarters will consist of the following:

- (a) Cadet Wing Commander
- (b) Wing Executive Officer
- (c) Wing Adjutant
- (d) Wing Public Information Officer
- (e) Wing Personnel Officer
- (f) Wing Operations Officer
- (g) Wing Materiel Officer

##### c. Group Headquarters.

- (1) Function. To provide command and staff supervision over assigned squadrons.
- (2) Organization. Each group headquarters will consist of:

- (a) Commanding Officer
- (b) Executive Officer
- (c) Adjutant
- (d) The following positions may also be assigned with the concurrence of the Cadet Wing Commander:

- (1) Public Information Officer
- (2) Personnel Officer
- (3) Operations Officer
- (4) Materiel Officer

### 3. OPERATING PRINCIPLES.

a. Control is exercised by the Wing Commander through the Group Commanders. Policy as developed by the Wing Commander and his staff will be placed in effect, subject to approval by the PAST.

b. The Wing and Group Staff possess no command function. As staff personnel, their authority is limited to that of assisting their commander through planning and recommending. All directives will be issued in the name of the appropriate commander. The Wing Commander may delegate such administrative duties to members of his staff as he deems necessary. Command cannot be delegated. Delegation of such administrative duties therefor, does not relieve the Wing Commander of the responsibility imposed upon him nor does it relieve him of appropriate command supervision. The Wing Adjutant will issue directives or sign correspondence "For the Cadet Wing Commander" or "By Order of the Cadet Wing Commander". Group Adjutants will sign correspondence "For the Group Commander" or "By Order of the Group Commander".

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST

CADET REGULATION )  
NO. 45-13 )

### CADET ORIENTATION FLIGHTS

1. PURPOSE: This regulation prescribes the procedure to be followed in arranging orientation flights for Air Force ROTC cadets at the University of Illinois.

2. GENERAL. The obtaining of a sufficient number of qualified air crew members is a major problem facing the Air Force. ROTC cadets can become interested in flying and can be stimulated to apply for air crew training by the use of orientation flights. It is highly desirable that as many cadets as possible be taken on orientation flights by pilots of this detachment in the accomplishment of their flying requirements.

### 3. RESPONSIBILITY:

a. It is the responsibility of the aircraft commander to:

- (1) Schedule all flights sufficiently in advance to allow students to be selected and assigned space on the aircraft. Normally this will be at least 15 days for cross-country flights and 7 days for local flights.
- (2) Notify the theory instructor who has the cadets having priority (see paragraph 4). This notification will contain the following information:
  - (a) Number of spaces available
  - (b) Date, time, duration and destination of flight
  - (c) Reporting time at base operations
- (3) Accomplish thorough pre-flight briefing of cadets. Cadets should accompany pilot through all steps of flight planning, clearance, map preparation, weather briefing and pre-flight inspection.
- (4) Ascertain that cadets have properly executed flight release forms and other clearances as may be required by the dispatching section at Chanute AFB.
- (5) On all cross-country flights, clearly inform cadets of time and place to report for return take-off.
- (6) Log flight on Student Flight Chart maintained in the office of the PAST.

b. It is the responsibility of the instructor who is notified of space available for a flight to:

- (1) Select, using whatever criteria he may desire, the cadets who will accompany the flight. An alternate should be selected for each flight. Repeat flights should not be given as long as there are others who have not flown.
- (2) Ascertain that the selected cadets execute or, if under 21, have parents execute, the proper flight release form.
- (3) Instruct cadets regarding the time and place to meet the aircraft commander. Assure that they understand thoroughly the procedure for entering Chanute AFB and for proceeding to Base Operations. It is preferable that the cadets ride to the Air Base with one of the crew.
- (4) Report names of selected cadets to the aircraft commander within 24 hours of notification of the flight. In the event the spaces are not filled, a negative report must be made.



- (5) On all cross-country flights give number of cadets and flight itinerary to Adjutant in order that Hq AF ROTC approval of the flight may be requested.

4. PRIORITY. Students will be extended flight space in accordance with the following priority:

- a. Flight Operations students
- b. AS IV students other than Flight Operations
- c. AS III students other than Flight Operations
- d. AS II students

/s/ Harvey D. Davidson  
/t/ HARVEY D. DAVIDSON  
Colonel, USAF  
PAST



*During their sophomore year AF ROTC students become acquainted with the Air Force's fundamental weapon -- the airplane and the flight crew.*

*Here, Captain Stanley W. Hartson, veteran Air Force pilot, explains to an Air Science II class why an airplane flies.*





*At Chanute Air Force Base, sophomore Air Force ROTC cadets board a C-47 for a short orientation flight in the local area. Under the supervision of Lieutenant Colonel George B. Potter, center, who has just completed the pilot's pre-flight-*

*briefing, these students are participating in a field trip which includes a tour of Base Operations, the Flight Planning Section, and the Weather Station. After takeoff they will practice air navigation over a triangular flight course.*





JET ENGINEERING



HANGAR FLYING



ALTITUDE CHAMBER



DINING ROOM



STUDENT PILOT



FLIGHT PLANNING



QUALIFICATIONS  
AGE 19-26½  
SINGLE  
2 YEARS COLLEGE

WIN YOUR WINGS  
AND COMMISSION  
IN THE USAF

B-52 HEAVY BOMBER



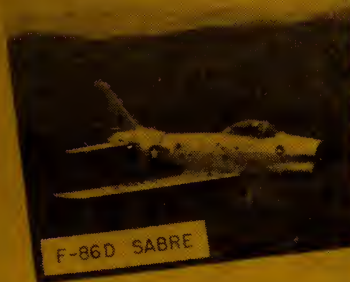
B-47 STRATOJET



F-80 SHOOTING STAR



JET PILOT



F-86D SABRE



B-45 TORNADO



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